



4. FOOD PACKAGE/DRAFT ISSUANCE

Effective: 3/1/98

4.31 Late Draft Issuance

POLICY: At least one pick-up day must be offered within the 10 days of the original assigned day to give the participant a second opportunity to receive a full package.

PROCEDURE:

A. FOOD PACKAGE TAILORING

1. Food packages must be tailored for nutritional needs and late issuance as follows:
 - a) 1 through 10 days late: issue a full package;
 - b) 11 through 20 days late: issue a half package;
 - c) more than 20 days late: no package is issued.
2. Calculating the number of days late
 - a) Add the number of days to the pick-up day. Example: To determine the last day a participant is eligible for a full package with an assigned pick-up day of January 2, add 10 to the pick-up date (January 2). January 12 is the last day to receive a full package.
 - b) Do not count the pick-up day in the calculations.
3. Indicate the late pick-up date ("late date") in the identification folder.

B. PROJECT POLICY

1. A policy must be written if the project discontinues late issuance prior to the 20-days late policy or does not issue late drafts in the next month.
2. The policy may include the schedule for late pick-up, i.e., the date and length of time available to issue late drafts. Accessibility for the participant should be considered.
3. The policy must be conveyed to all participants.

C. MULTI-MONTH ISSUANCE

Participants who miss one or two month's draft issuance may be eligible to receive the remaining month's drafts.



1. Consider contacting the family by phone or mail to determine if they are eligible to pick up their remaining drafts.
2. Drafts may not be issued if the participant has received benefits at another project for the same month or has been terminated for program fraud and abuse.

D. INELIGIBILITY

If the participant has become categorically ineligible since the original pick-up day (i.e., 5 years of age, 6 months postpartum), issue the appropriate food package according to the late issuance policies since the "first date to use" is still within the eligibility period.

E. LIMITATIONS

1. Late draft pick-up policies may not be used as an incentive or punishment.
2. The policy must be instituted consistently and fairly.
3. Drafts cannot be denied if picking up within the stated policy.

F. FOOD PACKAGE COUNT

Even though a participant receives a ½ food package, it is counted as a full food package. For example, since a child may receive 6 full food packages in a 6 month certification period, if a late ½ food package is issued, it is counted as one full food package.